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15 October 1969

OFFICE OF PERSONNEL MEMORANDUM NO. 20-2-2

SUBJECT : Trial Period Requirement for Staff Personnel

RESCISSION: OPM 20-520-9 dated 8 March 1956

25X1 1. General: [] Categories of Personnel, requires that staff personnel serve a twelve months' trial period following entrance on duty with the Agency and provides for exceptions when the individual is a former Agency employee or has performed military service. The procedures prescribed below will apply to determination and documentation of credit for prior military or civilian service. Except as provided below, all staff personnel entering on duty will automatically be required to serve the full trial period.

2. Credit of Prior Military Service

a. Upon restoration following military service: Full credit of military service toward the trial period requirement is provided by law to individuals who leave Agency employment to enter military service and are restored following satisfactory completion of such military service. If the individual's combined civilian Agency and military service is more than twelve months, he has completed his required trial period. If his combined service is less than twelve months, he will be required to complete the balance of his trial period following restoration.

b. Following military detail to the Agency: The creditability of detailed military service is subject to administrative determination by the Director of Personnel. When the individual's military service with the Agency has been in the performance of duties comparable in scope and level to those of his civilian position, the Chief, Staff Personnel Division (SPD) or the Chief, Contract Personnel Division (CPD), as appropriate, is authorized to determine the amount of credit to be allowed.

3. Credit of Prior Civilian Service

a. Prior civilian service with another Federal agency: Such service is normally not creditable toward completion of the CIA

Group 1
Excluded from Automatic
Downgrading and
Declassification

trial period. However, in some instances, if the appointment to the Agency is without a break in service following service in the same line of work (including grade level) in another Federal agency, such service may be creditable. Refer any such cases to the Director of Personnel for determination.

b. Prior civilian service with CIA: Such service may be credited toward the trial period requirement by the Director of Personnel. If the individual's former Agency employment was in the same line of work as his new position, such credit may be authorized by the Chief, SPD, or the Chief, CPD, as appropriate. Other cases in which it is desired to credit prior Agency service will be referred to the Director of Personnel with the recommendation of the Chief, SPD or the Chief, CPD.

4. Documentation: Determinations in accordance with the provisions of paragraphs 2 and 3 above will be recorded under Item 18, Remarks, of Form 1152, Request for Personnel Action, by the Staff Personnel Division or the Contract Personnel Division, as appropriate, for notation under Item 18 of Form 1150, Notification of Personnel Action, by the Control Division.



ROBERT S. WATTLES
Director of Personnel

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